CONFIDENTIAL

MEMORANDUM FOR: All Office of Data Processing Employees

FROM: Office of Data Processing
                  Management Advisory Group

SUBJECT: Office Conference, May 19 - 21, 1982

25X1

1. The Office Conference is scheduled for the 19th through the 21st of May, 1982. For the first day of the conference, May 19th, we have reserved the auditorium. The remaining sessions will be held [   ] Overnight accommodations at [   ] will be handled by the Administrative Staff. Space is limited, and ODP Managers will be asked to give priority to employees who have not had an opportunity to stay overnight before. (C)

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2. The theme of this year's conference is Computers and Productivity. Attached is a list of suggested topics for the conference. Please select 10 topics that interest you. You may add to the list. If you or someone you know would like to speak on a topic, please fill in the suggested speaker line. Responses must be back to Administrative Staff no later than 5 February 1982. (U)

3. After your responses are compiled, we will plan and publish the agenda for the conference. A call for reservations will take place after the agenda is published. (U)

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Chairperson

Attachment: As Stated

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Please place an X on the line preceding the topics you select.

_____ 1. Data Processing Productivity

Tentative Speaker: [   ]   25X1

IBM SSI Group

_____ 2. Customer Services Staff - What can they do for you?

Suggested Speaker:_____

_____ 3. Automated Information Management System (AIM).

Suggested Speaker_____

_____ 4. Support for Analyst's File Environment (SAFE).

Its status, the DIA and DDI perspective.

Suggested Speaker:_____

_____ 5. ADA Programming Language.

Suggested Speaker:_____

_____ 6. Office of Research and Development - Current
and planned EDP research.

Suggested Speaker:_____

_____ 7. 4C Community Wide System.

Its status and the OS's perspective

Suggested Speaker_____

_____ 8. Paper reduction goals in ODP and the use of the
the Xerox 9700.

Suggested Speaker:_____

_____ 9. Trends in Computing.

Speaker: [   ]   25X1

_____ 10. Message Processor System (MPS) -

        Overview and the DDI perspective.

        Suggested Speaker: _____

X 11. Discussion and display of the Delta Data 7260's
        capabilities. (Tutorial and newly
        developed stand-alone systems display.)

        Suggested Speaker: _____

_____ 12. What does Systems Programming Division have planned?

        Suggested Speaker: _____

_____ 13. NPIC's use of computers.

        Suggested Speaker: _____

_____ 14. Microcomputers - increasing productivity in the home.

        Suggested Speaker: _____

X 15. Technical Analysis and Display System (TADS)-

        Overview and the OSWR perspective.

        Suggested Speaker: _____

X 16. CAMS2 - Overview

        Suggested Speaker: _____

X 17. Engineering Plans for the Future (including CP/M).

        Suggested Speaker: _____

_____ 18. Word Processing - Agency's current and future use.

        Suggested Speaker _____

X 19. Graphics - Current and Future use in the Agency.

        (Examples and graphic displays)

        Suggested Speaker: _____

_____ 20. Computer Systems in the Community.

        (e.g., NSA, DIA, or Pentagon)

        Suggested Speaker: _____

_____ 21. Update on the enhancements which will be made to GIMS
            for the CAMS2 project.

                        Suggested Speaker: _____

_____ 22. VM/CMS - Structure and Future.

                        Speaker: [   ]   25X1

_____ 23. Production Division: How can they help you?

                        Suggested Speaker: _____

_____ 24. Operations Plans for the Future.

                        Suggested Speaker: _____

_____ 25. Data Catalog 2. (What is it?)

                        Suggested Speaker: _____

__X__ 26. State of the Office

                  ·(Suggested topics to be covered): _____

                        Speaker: Bruce Johnson, D/ODP

__X__ 27. State of the Directorate.

                  (Suggested topics to be covered): _____

                        Tentative Speaker: Harry Fitzwater, DDA

__X__ 28. Managing Stress.

                        Tentative Speaker: [   ]   25X1

__X__ 29. Film entitled "Harassment in the Workplace"

                        Narrated by: Ed Asner

_____ 30. Current volatile political situation briefing.

                  (e.g. Poland, Egypt, Afghanistan, Libya)

                        Speaker: DDI Analyst.

__X__ 31. Career Development and Personal Productivity.

                        Suggested Speaker: _____